

# CITY CLERK'S CONFLICT OF INTEREST CODE

## APPENDIX A

### (DESIGNATED POSITIONS)

<u>Position</u>	<u>Duties</u>	<u>Category</u>
City Clerk	Plans, directs and coordinates all departmental activities and programs; provides procedural and technical support at City Council, Redevelopment Agency, Housing Authority, and Industrial Development Authority meetings; formulates policies for the protection and maintenance of official City records and all records generated by each of the City departments; administers municipal elections; serves as the public's clearinghouse for City business; and provides internal administrative support to office staff.	1
Assistant City Clerk	Under administrative direction, assists the City Clerk in the above listed duties.	1
Deputy Director	Under administrative direction, plans, coordinates, and administers the City's Municipal Election process, Records Management program, and Legislative Services activities.	1
Consultant		

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OFFICE OF THE CITY CLERK  
SAN DIEGO, CALIFORNIA

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## APPENDIX B

### (DISCLOSURE CATEGORIES)

Category 1: All reportable investments, business positions, interests in real property and sources of income in any firm or entity that provides printing services in and around the City of San Diego, or that prints and publishes a newspaper with classified advertising in and around the City of San Diego, or that provides printing services or furnishes classified advertising services to the City of San Diego, or that provides contractual election services or micrographics, records storage or records destruction services in and around the City of San Diego.

\* Consultants shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The City Clerk, Assistant City Clerk or Deputy Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Clerk's, Assistant City Clerk's or Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.